

Job Description
Missouri State Highway Patrol

Class Title: Criminalist Supervisor - DNA Profiling/Convicted Felons

Title Code: V00514

Effective Date: 07/30/96

Date Reviewed: 03/25/02

Date Revised:

Immediate Supervisor: DNA Technical Leader

Position Supervised: None

FLSA Classification: Partial-Exempt

Working Hours: An employee in this position works an eight-hour shift; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a very responsible professional, supervisory, and advanced technical position. Work includes performing and/or supervising complex and technical work in the collection and scientific analysis of body fluid samples for DNA profiling from convicted felons under Missouri statutes using current DNA techniques. Direction is received from the DNA Technical Leader and laboratory director who makes special assignments and reviews the work through evaluation of reports and meetings.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Provides direct supervision of criminalists and laboratory technician.

Performs a variety of administrative duties to include personnel evaluations, approves/disapproves leave and expense reports; serves on boards and attends meetings; briefs management on unit's operations, workload, budget and other areas of interest; confers with other laboratory supervisors and state agencies' officials, as needed.

Collects and/or receives biological samples from convicted offenders and sexually violent predators; enters information into a database; prepares samples for DNA analysis; monitors the collection and receipt of DNA samples; collects and disseminates statistics.

Performs DNA analysis on biological samples from convicted offenders and sexually violent predators using FTA purification, PCR - STR analysis, capillary electrophoresis; interprets results with GeneMapper ID and enters DNA profiles into the Combined DNA Index System; Trains and monitors unit's employees ability to properly analyze DNA samples; evaluates unit's employees ability to properly analyze DNA samples; takes corrective action, if needed; monitors the offender's databases for accuracy and completeness; performs profile searches; trains unit's employees to properly analyze DNA samples.

Properly operates sensitive and complex scientific instrumentation and equipment; assists with maintenance, troubleshooting and repair of instruments and equipment; arranges for repair, if needed; handles billing for parts and repair; signs for receipt of repairs; performs and monitors properly quality control checks for repaired and new equipment; performs research, development and application of methods and/or techniques to upgrade unit's capability; advises DNA technical leader/management of needed changes and upgrades and status of changes; performs and approves validation studies.

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Regularly works with chemical and biological hazards; monitors that personnel are using proper safety precautions; makes operational changes when necessary.

Performs work in accordance with all applicable quality assurance standards; monitors the unit's adherence to quality assurance standards; implements any changes needed to maintain adherence.

Responds to requests from other agencies and laboratories regarding DNA Profiling; assures proper documentation is maintained and monitors appropriate release of information.

Successfully completes competencies on new DNA technology; monitors employees DNA competency and proficiency; takes corrective action, if needed.

Successfully completes two DNA proficiencies each year.

Trains law enforcement and corrections employees on the proper methods of collection, preserving and documenting the collection of DNA samples; develops training programs; monitors the training.

Develops and provides technical and scientific presentations to law enforcement and corrections personnel, attorneys and other scientists; monitors and critiques unit's employee's presentations; evaluates employee's skills regarding scientific presentations.

Prepares and provides courtroom testimony; monitors and critiques unit's employee's testimony; provides training to employees for giving testimony; evaluates employee's testimony.

Place orders; maintain unit's budget; approves expenditures from DNA fund; advises management of budgetary status; makes fiscal projections; writes, reviews and awards bids for services and supplies.

Extensive knowledge of standard operating procedures, training, quality control and safety manuals within discipline; makes changes to manuals, procedures and forms; creates and corrects procedures, manuals and forms; evaluates procedures, manuals and forms.

Operates standard office equipment, such as personal computer, telephones, fax machines and copiers; trains unit's employees on operation of office equipment; monitors and evaluates employee's training on office equipment; submits requests for additional or upgraded equipment needs; submits requests for additional or upgraded equipment.

Compiles statistics; provide statistics and information to management; provides briefs to management; provide testimony to management, legislators and other government officials; interacts with media.

Drafts law proposals; develops fiscal notes; responds to official inquiries.

Research, write applications and monitor grants; write and submit reports; maintain grant budget; brief management on grant status.

Performs job related in and out of state travel; monitors, approves and submits requests for official travel for unit.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the procedures and methods used in the collection and scientific analysis of body fluid samples for DNA profiling.

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Extensive knowledge of the compilation and preparation of evidence for presentation in court and the role of an expert witness in legal proceedings.

Extensive knowledge and practice of the safety rules and procedures associated with laboratory equipment and chemicals.

Extensive knowledge of quality control procedures, proficiency testing, and competency tests.

Extensive knowledge of Nuclear Regulatory Commission codes necessary to handle radioactive isotopes.

General knowledge of the principles of supervision.

Skill in supporting subordinate's decisions and actions in processing casework.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to work with potentially hazardous materials as detailed in the description of duties.

Ability to research new equipment, writes bid specifications, and deal with bidders.

Ability to review the work of subordinates and provide constructive criticism.

Ability to perform administrative duties as detailed in the description of duties.

Ability to review requests for equipment, materials, and training and make recommendations references it.

Ability to generate and receive requests for information from a variety of individuals reference DNA analysis.

Ability to perform work in accordance with prescribed procedures, make accurate observations of test results, and prepare accurate records and reports.

Ability to work with highly sensitive information in a confidential and professional manner.

Ability to maintain composure while under cross-examination in regard to personal and scientific qualifications and defend findings in court.

Ability to compile and prepare information for presentation (e.g., mock trials held in the laboratory, actual court appearances, and teaching training courses).

Ability to recognize and identify minute details.

Ability to establish and maintain effective working relations with others.

Ability to properly use laboratory equipment, photography equipment, standard office equipment, and chemicals.

Ability to gather, assemble, correlate, and analyze the overall operation of and subordinates assigned to the section.

Ability to review and revise manuals.

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Ability to educate individuals reference forensic science.

Ability to develop methods and/or techniques to upgrade laboratory capability.

Ability to train subordinates.

Ability to formulate logical, reasonable conclusions based on available factual information.

Ability to perform job-related travel (e.g., appearing in court and attending training seminars, meetings, etc.).

Ability to participate in and successfully pass practical and/or written competency test(s) prior to assuming DNA profiling duties.

Ability to coordinate complex plans for the statewide collection of body fluids from convicted felons.

Ability to fulfill the Nuclear Regulatory Commission's requirements for overseeing the use of radioactive isotopes.

Ability to oversee, monitor, and maintain the profiling databases and upload to the national repository.

Ability to interact with the media.

Ability to work with material that may be sexual in nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

Ability to perform job-related travel, as needed.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree in one of the natural sciences or it's equivalent forensic science-related area and must have completed college course work covering the subject area of biochemistry, genetics, and molecular biology, as well as course work and/or training in statistics, population genetics as it applies to forensic DNA analysis, per the FBI's Quality Assurance Standards for Convicted Offender DNA Databasing Laboratories and ASCLD accreditation body.

Possess at least three years experience as a Criminalist III - DNA Profiling or comparable experience.

Providing a DNA sample to be used only for forensic identification is required at the time of appointment.

Must be a resident of Missouri at the time of appointment.

Must possess a valid Missouri drivers' license at the time of appointment.

